

KAOSARA SULYMAN

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Address: Kosoko Akilo Road, Ogba, Lagos.

PERSONAL SUMMARY

A respectful and exceptional Individual seeking a challenging and responsible position in a reputable organization. With integrity, transparency, accountability, and professional excellence.

PERSONAL TRAITS & QUALITIES

- Developed ability to successfully work in a team;
- Information Technology wise;
- Recognized for exceptional problem solving and motivational skills;
- Good observation skills;
- Fully acquainted with proactive and preventive intelligence;
- Ability to work under pressure and adapt independently;
- Excellent oral and written communication skills in the English language; and.
- Prowess at learning fast and handling the task with little or no supervision.

PROFESSIONAL SUMMARY

A goal-oriented young graduate that has a great flair for customer satisfaction and continual improvement with good communication skills and can learn fast. A good team player, proficient in most MS-office, flexible to change, and can work with little or no supervision under pressure with experience in QHSE and Document Control/ Administration.

A QMS Internal Auditor that improves client relation management, updates office quality policies as needed, maintains company databases, increases customer feedback, document management system, and reduces paper usage.

EXPERIENCE

SOFTWARE ENGINEERING TRAINEE

African Leadership X (ALX) Africa | 2022 - Present

- Working collaboratively with other trainees to co-create computer solutions to real-life challenges;
- Leveraging computer skills such as software engineering to solve project challenges;

DOCUMENT CONTROLLER AND QHSE OFFICER

JC International Limited | 2019 - Present

- Controls the numbering, sorting, filing, storing, and retrieval of both electronic and hard copy documents produced by technical teams, projects, and departments;
- Reviews and updates Document Master List;
- Collates, analyzes and evaluates customers' feedback. Recommend areas of improvement from the feedback and follow-up on implementation;
- Activates access control for visitors;
- Prepares minutes of meetings and circulate to appropriate authorities
- Responds to inquiries from clients and staff;
- Organizes logistics, accommodations and make bookings for meeting/appointments;
- Requests and distributes office stationery accordingly;
- Activates induction training for new personnel; and.
- Renders presentation during QHSE monthly meetings.

ACADEMIC EDUCATION

BSC. (ED), MATHEMATICS (SECOND CLASS HONOURS, UPPER-DIVISION)

University of Ilorin, Ilorin, Nigeria | 2015 – 2019

ALX SOFTWARE ENGINEERING PROGRAMME

Hulberton School | 2021 - 2022

PROFESSIONAL SKILLS AND COMPETENCIES

- Basic knowledge of QMS ISO 9001:2015 Standards;
- Basic knowledge of HSE and risk prevention;
- Knowledge of office procedures;
- Document management system;
- Ability to keep clear and accurate reports;
- Analytical problem-solving abilities;
- Document Management System;
- Goal-oriented and ability to learn fast; and.
- Flexible to change.

PROFESSIONAL ACHIEVEMENTS

- Improved customer feedback rating by 17%;
- Commended for effectively managing the Documents Control System;
- Achieved an improved customer rating that rose by 7% by reviewing the organization's quality policies and ensuring customers' satisfaction;
- Led the implementation of the Master Document Register (MDR) that made documents sorting and filing easy hence reducing paper usage by 28%; and,
- Facilitated the accreditation of OPITO Riggers 1 & 2 by acing the standard assessments by the authorities.

LICENSES AND CERTIFICATIONS

- 2022 - Certificate of Attendance: Preparing Your Career for Machine Intelligence 4.0,
- 2022 – ALX Software Engineering Programme (in view);
- 2021 - QMS ISO 9001:2015 Internal Auditors Training;
- 2021 - Red Cross Designated First Aider course;
- 2021 - World Safety Organization (WSO) HSE Level 1, 2 & 3;
- 2021 - Agile Introduction by IBM;
- 2021 - Digital Marketing;
- 2021 - Google Analytics 4 (G4A) Essential Training;
- 2021 - Applied Machine Learning: Foundations;
- 2021 - Deploying Scalable Machine Learning for Data Science;
- 2021 - Azure Machine Learning Development;
- 2020 - ISO 9001:2015 Awareness Training;
- 2020 - Document Management System;
- 2020 - Job Safety Analysis training (JSA).

PERSONAL INTERESTS

- Art
- Innovation
- Reading
- Teamwork
- Travelling

REFERENCES

Available on request.